



**TEXAS DEPARTMENT OF HEALTH**  
**AUSTIN, TEXAS**  
**INTER-OFFICE MEMORANDUM**

TO: Regional Directors  
Directors, Local Health Departments  
Directors, Independent WIC Local Agencies  
Herman Horn, Chief, Bureau of Regional/Local Health Operations

FROM: Barbara Keir, Director  
Division of Public Health Nutrition and Education  
Bureau of Nutrition Services *B. Keir*

DATE: August 11, 2000

SUBJECT: Individual Counseling Guides

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The State Agency recently completed the first section of the WIC Individual Counseling (IC) Guide. The IC guide is intended to provide staff who do individual counseling with basic counseling information on each risk code.

Within the next few weeks, each Local Agency will be receiving the Children's section of the IC guide. Only the Children's section is complete at this time. As each new section is completed, it will be distributed to Local Agencies. The mail out will include:

- 3-ring binders
- section dividers
- cover and spine inserts for the binder
- Children's section of the counseling guide.

The guides are intended for and should be distributed to Local Agency staff who are qualified to provide individual counseling on WIC risk codes, namely CPAs and WCSs. These guides are **not** intended for breastfeeding peer counselors or other staff who are not qualified to do individual counseling. If you have questions about the materials, contact Shellie Shores, Nutrition Education Consultant, at (512) 458-7111 extension 3463.

The IC guides will be an integral part of The Story *of Individual Counseling* satellite training, offered by the WIC Training Section, on September 14, 2000. Please take your IC guides with you to this training. Additional copies of the counseling guide will be available at the **downlink** sites for Breastfeeding peer counselors who attend the satellite training. If you have questions about the satellite training, contact Nancy Liedtke or Shirley Ellis at (512) 406-0757.